# Community Safe Room Application Checklist

## *Introduction*

- ☐ Grant Number
- ☐ Project Type
- ☐ STAARS Vendor Number (State of Alabama Accounting and Resource System)
- ☐ Title
- ☐ NFIP Status (National Flood Insurance Program)
- ☐ CID Number (Community Identification Number)
- ☐ Primary Contact
- ☐ Alternate Contact
- ☐ FIPS Code (Federal Information Processing Standard)
- ☐ DUNS Number (Duns & Bradstreet)
- ☐ Congressional District
- ☐ State Legislative District (House)
- ☐ State Legislative District (Senate)

## *Planning Requirement (Mitigation Plan)*

- ☐ Date of Approval
- ☐ Date of Expiration
- ☐ Title of Plan
- ☐ Plan Reference by page
- ☐ Narrative

## *History of Hazards*

- ☐ Past Damages
- ☐ Comments (Comments about Past Damages)
- ☐ Population Affected
- ☐ Hazards to Mitigate
- ☐ Useful life of Project

## *Scope of Work*

- ☐ Description of Problem
- ☐ Detail of vulnerability
- ☐ Description of Solution and Mitigation Proposed
  - ☐ Community Profile
  - ☐ Address
  - ☐ Latitude/Longitude
  - ☐ Size
  - ☐ Backup power
  - ☐ Type
  - ☐ Capacity
  - ☐ Occupancy
  - ☐ Alert Notification
  - ☐ Ground Disturbance
  - ☐ ADA compliance
  - ☐ Restrooms required per occupancy

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☐ How the occupants will travel to safe room and the risk factors included
☐ Must include compliance with FEMA-361, local building codes and standards, and local planning requirements

## *Project Location*

☐ Address
☐ Lat/Long

## *Costs*

☐ Line Items must be broken down/No lump sum amounts
☐ Funding Source
☐ By Percent 75% Federal 25% Local
☐ BCA
  ▪ Use version 6.0/Hard Copy and Zip file
  ▪ https://www.fema.gov/media-library/assets/documents/179903

## *Timeline*

☐ Project Milestones
  ☐ Description
  ☐ Days Required to complete (be sure to give yourself plenty of time)

## *Alternatives*

☐ Impacts with No Action
☐ Other Feasible Alternative
☐ Impacts of other feasible Alternative
☐ Reason for Rejecting other feasible alternative

## *Worksheet*

☐ Same general information for each location individually